

**REDMOND CITY COUNCIL
FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE
MEETING SUMMARY**

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, August 23, 2016

Council

John Stilin, Chair
Angela Birney, Member
David Carson, Member
Hank Margeson (*Attending Council Member*)
Byron Shutz (*Attending Council Member*)

Staff

Lisa Rhodes, Communications and Marketing
Administrator
Michelle Hart, MMC, City Clerk
Jeff Churchill, Senior Planner
Nina Rivkin, Chief Policy Advisor
Mark Anderson, Human Resources Program and
Policy Advisor
Mike Bailey, Finance and Information Services
Director
Cheryl Xanthos, CMC, Deputy City Clerk

State Auditor

Wendy Choy, Audit Manager
Kim Nguyen, Audit Lead

Convened: 4:30 p.m.

Adjourned: 5:21 p.m.

Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

Washington State Auditor's Exit Conference

Ms. Wendy Choy, Audit Manager, and Ms. Kim Nguyen, Audit Lead, provided the results of the audit of the City and the Community Facilities District (CFD) No. 2014-1, including:

- audit scope included: accountability, financial statement, comprehensive annual financial report, and federal grant compliance;
- no compliance issues or uncorrected misstatements and proactive on recommendations;
- audit costs, and travel costs will be reduced next year due to the opening of a Bellevue office in October; and
- CFD audit scope included accountability, and there were no concerns.

General discussion ensued regarding cash handling.

Monthly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, stated that the report was provided to the Council Members and stated that economically-driven elements are improving.

Sire System Replacement Update

Ms. Michelle Hart, MMC, City Clerk, provided an update on the Sire System replacement and stated that modules are being built out; it is a hosted system; changes will be made to our current web pages; and a presentation of the public interface was provided.

General discussion ensued regarding timeframe for implementation; user-based terminology; and voting record and attendance.

Communications Update

Ms. Lisa Rhodes, Communications and Marketing Administrator, provided an update on Communications:

- Council Member video;
- Neighborhood Conversations meeting at Horace Mann on October 3, 2016;
- community engagement plan;
- Experience Redmond website changes; and
- one-pager drafts for demographics and the environment will be provided at the September meeting.

General discussion ensued throughout regarding branding for the neighborhood meetings; Experience Redmond website ease of use; and providing one-pagers throughout the City.

City Council Resolution Supporting Proposition 1 – Commonly Known as ST3

Mr. Jeff Churchill, Senior Planner, stated that the Council is in support of the Sound Transit draft plan and the most important projects are included. The resolution is tentatively scheduled for going to the Council for approval on September 20, 2016. A public hearing will be held.

Ms. Nina Rivkin, Chief Policy Advisor, stated that the Council has used resolutions before that encourage the voters to vote for a proposition. An item must be noticed stating that the Council is taking a position.

General discussion ensued regarding the format of the resolution.

Personnel Manual Update

Mr. Mark Anderson, Human Resources Program and Policy Advisor, provided a status update on the revisions to the Personnel Manual stating that they are continuing to meet with labor unions and would like it completed by the end of the year.

Insurance Renewal *(added at the time of the meeting)*

Mr. Bailey stated that a review of coverages was completed and a Request for Proposals was created. Travellers was chosen and renewed as the insurance carrier for the City.

General discussion ensued regarding reducing costs; cyber risks; risk assessment; changing exposures and inflation; types of liability and rate changes; and Council approval.